

## Message Text

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PAGE 01 STATE 204857  
ORIGIN SIG-03

INFO OCT-01 ISO-00 /004 R

DRAFTED BY S/IG/CR:DCOLIN:JJ:CCG  
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EUR/EX:DCLEIDEL  
M/MO:JMEALUM  
S/IG:WICARGO  
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DESIRED DISTRIBUTION  
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FM SECSTATE WASHDC  
TO AMEMBASSY ROME IMMEDIATE

C O N F I D E N T I A L STATE 204857

FI CHANNEL FOR CHARGE FROM INSPECTOR GENERAL

E.O. 11652: N/A

TAGS: ASIG

SUBJECT: STAFFING LEVELS

1. S/IG HAS BEEN ASKED BY DEPUTY UNDER SECRETARY FOR MANAGEMENT FOR RECOMMENDATIONS ON STAFFING LEVELS FOR EMBASSY ROME AND CONSTITUENT POSTS IN CONNECTION WITH FY 1980 STATE ZERO BASE BUDGET REVIEW. WE HAVE BEEN ASKED SPECIFICALLY TO ADDRESS THE STAFFING RECOMMENDATIONS MADE PURSUANT TO RECENT INSPECTION. WE NEED TO RESPOND BY WEDNESDAY, AUGUST 16.

2. THE FOLLOWING ARE INSPECTORS' STAFFING RECOMMENDATIONS.  
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ALL ARE BASED ON REASONING IN DRAFT INSPECTION MEMORANDA LEFT AT POST, EXCEPT IN CASE OF ROME CONSULAR SECTION AND CG'S NAPLES AND PALERMO. MODIFIED PORTIONS OF PERTINENT TEXTS ARE INCLUDED BELOW, FOLLOWING THOSE CHANGED RECOMMENDATIONS WHICH ARE NOT COVERED IN DRAFTS AT POST:

RECOMMENDATIONS:

2-1 EMBASSY ROME AND THE DEPARTMENT (EUR/EX) SHOULD ABOLISH ONE AMERICAN POSITION IN THE EMBASSY'S EXECUTIVE SECTION DURING FY 1979, EITHER THE SPECIAL ASSISTANT (NO. 580) OR STAFF AIDE-IRO GENERAL (NO. 572). THE REMAINING

POSITION SHOULD BE CONVERTED TO A STAFF ASSISTANT POSITION AT THE 0-5 LEVEL.

3-6 EMBASSY ROME AND THE DEPARTMENT (EUR/EX AND M/MO) SHOULD ABOLISH EITHER POSITION 11-573 OR 12-575 IN THE POLITICAL SECTION AND MERGE THE RESPONSIBILITIES OF THESE POSITIONS; ACTION SHOULD BE DEFERRED UNTIL THE SCHEDULED HOME LEAVE OR TRANSFER OF ONE OF THE INCUMBENTS.

3-7 EMBASSY ROME AND THE DEPARTMENT (EUR/EX AND M/MO) SHOULD ABOLISH ONE OF THE FIVE AMERICAN SECRETARIAL POSITIONS IN THE UNIFIED POLITICAL SECTION IN ROME, CONCURRENT WITH OR BEFORE THE ELIMINATION OF THE OFFICER POSITION REFERRED TO IN RECOMMENDATION 3-6.

6A-1 EMBASSY ROME, IN CONJUNCTION WITH THE DEPARTMENT (EUR/EX AND M/MO), SHOULD ABOLISH THE ADMINISTRATIVE OFFICER POSITION (NO. 50-2021-585).

6A-4 EMBASSY ROME AND THE DEPARTMENT (EUR/EX AND M/MO)  
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SHOULD ABOLISH AMERICAN SECRETARY POSITION NO. 50-431 IN ROME.

6D-1 THE DEPARTMENT (A/OC) SHOULD FILL ALL C&R VACANCIES PROMPTLY AND, IN CONJUNCTION WITH EMBASSY ROME, ABOLISH TWO SUPPORT COMMUNICATIONS POSITIONS.

8.4-3 CONSULATE GENERAL NAPLES, IN CONSULTATION WITH EMBASSY ROME AND THE DEPARTMENT (EUR/EX, M/MO AND CA) SHOULD ELIMINATE CONSULAR OFFICER - VISA POSITION 33-209 WITH SUCH ACTION TO BE TAKEN NO LATER THAN THE COMPLETION OF THE INCUMBENT'S TOUR OF DUTY I.E., SEPTEMBER, 1979).

REASONING

(NOTE: AMENDED TEXT OF IM NO. 8.4 IS AS FOLLOWS):

WITH MINOR ADJUSTMENT OF RESPONSIBILITIES, FOUR OFFICERS ARE SUFFICIENT TO MAINTAIN HIGH-QUALITY AND RESPONSIVE CONSULAR SERVICES AT PRESENT LEVELS OF DEMAND. RECOGNIZING THIS, THE CONSULATE GENERAL PLANS TO ROTATE THE JUNIOR OFFICER OUT OF THE CONSULAR SECTION UPON THE

ARRIVAL IN SEPTEMBER OF AN OFFICER TO FILL THE VACANT FIFTH POSITION. UNDER THIS ARRANGEMENT, THE JUNIOR OFFICER WILL PINCH-HIT IN THE CONSULAR SECTION AS REQUIRED. HOWEVER, THE POSITION IS SURPLUS TO CONSULAR NEEDS. THE INSPECTORS HAVE RECOMMENDED ITS ELIMINATION, WITH TIMING TO BE DETERMINED BY CONSULTATION AMONG THE PARTIES CONCERNED. (RECOMMENDATION 8.4-3)

#### RECOMMENDATION

8.3-4 CONSULATE GENERAL MILAN, EMBASSY ROME AND THE DEPARTMENT (EUR/EX AND M/MO) SHOULD ABOLISH TRADE PROMOTION OFFICER POSITION NO. 21-058 UPON THE DEPARTURE OF THE PRESENT INCUMBENT EARLY IN 1979. THIS POSITION  
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MIGHT BE REPROGRAMMED TO PROVIDE THE AMERICAN SECRETARY POSITION FOR MILAN MENTIONED IN RECOMMENDATION NO. 8.3-3.

(NOTE: IN ADDITION TO THE RECOMMENDED DELETIONS, THE INSPECTION TEAM ALSO RECOMMENDED THREE ADDITIONS: A SECRETARY FOR THE PRINCIPAL OFFICER IN MILAN; AND ASSISTANT REGIONAL SECURITY OFFICER IN ROME; AN E/C OFFICER IN TURIN).

#### RECOMMENDATIONS

##### LOCAL PERSONNEL

4-4 EMBASSY ROME AND THE DEPARTMENT (EUR/EX) SHOULD ABOLISH FSL POSITION NO. 200 WHEN THE INCUMBENT RETIRES LATER THIS YEAR.

5-4 EMBASSY ROME AND THE DEPARTMENT (EUR/EX) SHOULD ABOLISH LOCAL POSITIONS NO. 22 (ASSISTANT III, PASSPORT) AND NO. 6 (ASSISTANT II, PASSPORT).

#### REASONING

(NOTE: AMENDED TEXT OF IM NO. 5 IS AS FOLLOWS):

THE WORKLOAD OF THE PASSPORT AND CITIZENSHIP UNIT DOES NOT WARRANT SIX LOCAL POSITIONS. DURING THE PEAK MONTH OF JULY, WITH TWO OF THE SIX LOCAL EMPLOYEES OF THE UNIT ON LEAVE, THE INSPECTORS OBSERVED THAT THE PACE IN THE OFFICE WAS LEISURELY AND THAT CLIENTS DID NOT HAVE TO WAIT AN APPRECIABLE LENGTH OF TIME TO BE SERVED. MANHOURS PER PASSPORT SERVICE IN ROME SEEM OUT OF PROPORTION COMPARED TO THE RATIOS AT OTHER EUROPEAN POSTS WITH A SIGNIFICANT  
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VOLUME OF PASSPORT WORK. IN ROME, THE NEED TO BRING CLIENTS INTO OFFICES AND SEAT THEM AT DESKS OBVIOUSLY RESULTS IN SOME LOSS OF EFFICIENCY. BASICALLY, HOWEVER, OFFICE PROCEDURES CANNOT BE CATEGORIZED AS INEFFICIENT -- "ELABORATELY EFFICIENT" WOULD BE A BETTER DESCRIPTION. THERE ARE SIMPLY TOO MANY PEOPLE AND TOO MUCH TIME IN WHICH TO DO THE WORK. THE INSPECTORS RECOMMEND THAT TWO POSITIONS, NO. 22 (ASSISTANT III, PASSPORT) AND NO. 6 (ASSISTANT II, PASSPORT) BE ABOLISHED. (RECOMMENDATION NO. 5-4)

#### RECOMMENDATION

5-7 EMBASSY ROME AND THE DEPARTMENT (EUR/EX) SHOULD ABOLISH LOCAL POSITION NO. 23 (CLERK III, VISA).

#### REASONING

(NOTE: AMENDED TEXT OF IM NO. 5 IS AS FOLLOWS:

AT THE PRESENT TIME THE NIV UNIT HANDLES MORE THAN TWICE AS MANY APPLICATIONS PER MONTH IN THE PEAK SEASON (MAY - JULY) AS IN THE OTHER MONTHS OF THE YEAR. THE PRESENT STAFF OF SIX LOCAL EMPLOYEES APPEAR EXCESSIVE TO NEEDS FOR THE NINE MONTHS OF THE YEAR WHEN VISA APPLICATIONS RUN BETWEEN 2,000 AND 2,500 PER MONTH (100 - 125 PER DAY). THE INSPECTORS RECOMMENDED THAT ONE POSITION IN THE NIV UNIT (NO. 23, CLERK III, VISA) BE ABOLISHED AND THAT THE EMBASSY PROVIDE INSTEAD A PIT POSITION, NOT TO EXCEED 120 DAYS, TO ASSIST THE UNIT DURING THE PEAK SEASON. (RECOMMENDATION NO. 5-7)

#### RECOMMENDATIONS

6A-2 EMBASSY ROME, IN CONJUNCTION WITH THE DEPARTMENT (EUR/EX), SHOULD ABOLISH THE ASSISTANT (CLERK) POSITION  
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(NO. 74).

6C-6 EMBASSY ROME AND THE DEPARTMENT (EUR/EX) SHOULD ABOLISH THE BUDGET AND MANAGEMENT SPECIALIST POSITION NO. 177 AS SOON AS RECOMMENDATION 6C-4 IS IMPLEMENTED.

6D-2 EMBASSY ROME, IN CONJUNCTION WITH EUR/EX, SHOULD

ABOLISH LOCAL TELEPHONE TECHNICAL POSITION NO. 40.

6D-3 EMBASSY ROME SHOULD EXPEDITE THE RETIREMENT ACTION FOR THE INCUMBENT OF POSITION NO. 148 AND, IN CONJUNCTION WITH EUR/EX, ABOLISH THE POSITION.

6E-1 EMBASSY ROME AND THE DEPARTMENT (EUR/EX) SHOULD IMMEDIATELY ABOLISH LOCAL EMPLOYEE POSITION NO. 68, SPECIALIST I/BUILDINGS MAINTENANCE.

6E-2. EMBASSY ROME AND THE DEPARTMENT (EUR/EX) SHOULD ABOLISH LOCAL EMPLOYEE POSITION NO. 129, FIREMAN, UPON RETIREMENT OF THE INCUMBENT DECEMBER 31, 1978.

6E-3 EMBASSY ROME SHOULD IMMEDIATELY DETERMINE IF CONTINUED USE OF DIRECT HIRE EMPLOYEES FOR CLEANING SERVICES IS COST EFFECTIVE, AND, IF NOT, EMBASSY ROME AND THE DEPARTMENT (EUR/EX) SHOULD ABOLISH ALL 12 LOCAL EMPLOYEE CLEANING POSITIONS (NOS. 133, 264, 249, 265, 259, 261, 250, 254, 255, 256, 269, AND 283) AND CONTRACT FOR THE NEEDED SERVICES.

6E-4 EMBASSY ROME SHOULD IMMEDIATELY DETERMINE IF CONTINUED USE OF DIRECT HIRE GARDENING EMPLOYEES IS COST EFFECTIVE, AND, IF NOT, EMBASSY ROME AND THE DEPARTMENT (EUR/EX) SHOULD ABOLISH ALL SEVEN LOCAL EMPLOYEE  
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GARDENING POSITIONS (NOS. 227, 125, 235, 229, 132, 228, AND 257) AND CONTRACT FOR THE NEEDED SERVICES.

6E-5 EMBASSY ROME AND THE DEPARTMENT (EUR/EX) SHOULD: (A) ABOLISH POSITION NO. 140, CUSTODIAN, UPON RETIREMENT OF THE INCUMBENT DECEMBER 31, 1978; (B) ABOLISH IMMEDIATELY POSITION NO. 233, CUSTODIAN; AND (C) CONTRACT FOR NEEDED CUSTODIAL SERVICES.

63-8 EMBASSY ROME AND THE DEPARTMENT (EUR/EX) SHOULD ABOLISH THE SECOND PROCUREMENT POSITION NO. 90, ASSISTANT II/GENERAL SERVICES, UPON RETIREMENT OF THE INCUMBENT DECEMBER 31, 1978.

6E-10 EMBASSY ROME SHOULD IMMEDIATELY DETERMINE IF CONTINUED OPERATION OF THE UPHOLSTERY SHOP IS COST EFFECTIVE, AND, IF NOT, EMBASSY ROME AND THE DEPARTMENT (EUR/EX) SHOULD ABOLISH POSITION NO. 208, FOREMAN II/UPHOLSTERY,

AND POSITION NO. 267, SEAMSTRESS AND CONTRACT FOR NEEDED UPHOLSTERY SERVICES.

6E-15 EMBASSY ROME SHOULD DETERMINE IF THE COST OF TYPEWRITER REPAIR WOULD BE LESS BY CONTRACTING AND, IF SO, EMBASSY ROME AND THE DEPARTMENT (EUR/EX) SHOULD ABOLISH POSITION NO. 145, TECHNICIAN IV/SUPPLY.

6E-16 EMBASSY ROME AND THE DEPARTMENT (EUR/EX) SHOULD ABOLISH POSITION NO. 76, LABORER, UPON RETIREMENT OF THE INCUMBENT SEPTEMBER 30, 1978.

6E-19. EMBASSY ROME SHOULD REVIEW THE NEED FOR POSITION NO. 207, CHAUFFEUR, UPON MANDATORY RETIREMENT OF THE INCUMBENT DECEMBER 31, 1978. IF THE POSITION IS NOT NEEDED, IT SHOULD BE ABOLISHED.

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6E-21 EMBASSY ROME AND THE DEPARTMENT (EUR/EX AND M/MO) SHOULD, UPON IMPLEMENTATION OF RECOMMENDATION 6E-20, ABOLISH POSITION NO. 83, ASSISTANT III/TRANSPORTATION.

8.4-6 THE DEPARTMENT (EUR/EX) SHOULD ABOLISH THE FOLLOWING FSL POSITIONS IN THE CONSULAR SECTION OF CONSULATE GENERAL NAPLES:

POSITION NO. 15, ASSISTANT II, VISA FILE UNIT  
POSITION NO. 61, ASSISTANT II, CIT/PROT FILE UNIT  
POSITION NO. 46, ASSISTANT II, IV INFORMATION UNIT  
POSITION NO. 70, ASSISTANT III, NOTARIALS UNIT  
POSITION NO. 5, ASSISTANT II, CIT. SERVICES BRANCH  
POSITION NO. 85, ASSISTANT II, FEDERAL AGENCIES UNIT

REASONING

(NOTE: AMENDED TEXT OF IM NO. 8.4 IS AS FOLLOWS):

OVERALL, LOCAL STAFFING OF THE CONSULAR SECTION IS ON THE GENEROUS SIDE. WHILE SOME KEY EMPLOYEES, PARTICULARLY IN NON-IMMIGRANT VISAS AND PROTECTION/WELFARE SERVICES, APPEAR IMPRESSIVELY BUSY, STAFFING OF OTHER POSITIONS IS MORE THAN AMPLE TO MEET PRESENT AND FORESEEABLE NEEDS. THE INSPECTORS BELIEVE THAT SIX CONSULAR LOCAL POSITIONS SHOULD BE ABOLISHED AS OUTLINED BELOW:

-- ONE OF THE THREE POSITIONS IN THE VISA FILE UNIT (NO. 15) AND ONE OF THE TWO POSITIONS IN THE CITIZENSHIP/ PROTECTION FILE UNIT (NO. 61) ARE SUPERFLUOUS TO REASONABLE NEEDS, AND SHOULD BE ABOLISHED.

-- ALTHOUGH REGISTERED DEMAND FOR IMMIGRATION (MOSTLY  
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BY MEANS OF FILING FIFTH PREFERENCE PETITIONS) HAS INCREASED FROM 3,742 IN FY 1975 TO 6,458 AT PRESENT, ACTUAL APPLICATIONS FOR IMMIGRANT VISAS ARE PROJECTED TO REMAIN STABLE AT UNDER 4,000 PER YEAR. AN INS OFFICER IS STATIONED IN NAPLES. HIS OFFICE IS RESPONSIBLE FOR THE APPROVAL OF PETITIONS FOR IMMIGRANT VISAS, ADJUSTMENTS OF STATUS INVESTIGATIONS, APPLICATIONS FOR REENTRY PERMITS AND REPLACEMENTS OF LOST ALIEN REGISTRATION CARDS, ETC., FUNCTIONS WHICH ELSEWHERE ARE PERFORMED BY CONSULAR STAFF. THE PRESENT IV BRANCH STAFF OF SEVEN LOCALS (EXCLUSIVE OF THE VISA FILE UNIT MENTIONED ABOVE) AVERAGES FOUR MAN-HOURS PER CASE, WHICH THE INSPECTORS BELIEVE IS CLEARLY EXCESSIVE FOR THE WORK-LOAD DEMANDS. THEY RECOMMEND THAT ONE OF THE THREE IV INFORMATION UNIT POSITIONS (NO. 46) BE ABOLISHED.

-- THE VOLUME OF NOTARIAL AND CASHIER WORK IN NAPLES DOES NOT WARRANT MORE THAN ONE LOCAL POSITION IN THE NOTARIALS UNIT. THE INSPECTORS RECOMMEND THAT ONE OF THE PRESENT TWO POSITIONS IN THE UNIT (NO. 70) BE ABOLISHED.

-- EVEN THOUGH PASSPORT/CITIZENSHIP SERVICES HAVE INCREASED BY SOME 18 PERCENT THIS YEAR, THE LOCAL STAFF OF THREE IN THE CITIZENSHIP BRANCH (EXCLUSIVE OF THE CITIZENSHIP/PROTECTION FILE UNIT MENTIONED ABOVE) IS EXCESSIVE TO NEEDS CONSIDERING THAT THERE ARE LESS THAN 4,000 PASSPORT APPLICATIONS, 400 REGISTRATIONS, AND 500 REPORTS OF BIRTHS PER YEAR. TWO EMPLOYEES ARE SUFFICIENT FOR THIS WORK, AND THE INSPECTORS RECOMMEND THAT ONE POSITION (NO. 5) BE ABOLISHED.

-- THE PRESENT STAFF OF FIVE LOCAL EMPLOYEES IN THE FEDERAL AGENCIES UNIT IS OVER-GENEROUS. THE INSPECTORS BELIEVE THAT FOUR POSITIONS ARE SUFFICIENT FOR PRESENT LEVELS PLUS THE PROJECTED INCREASE WHICH WILL RESULT FROM THE TOTALIZATION AGREEMENT WITH ITALY. THEY RECOMMEND THAT ONE POSITION (NO. 85) BE ABOLISHED. (RECOMMENDATION NO. CONFIDENTIAL

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8.4-6)

RECOMMENDATION:

8.4-9 THE DEPARTMENT (EUR/EX) SHOULD ABOLISH THE FOLLOWING FSL POSITIONS IN THE ADMINISTRATIVE SECTION OF CONSULATE GENERAL NAPLES: MAINTENANCE ASSISTANTS (POSITION NOS. 37

AND 66), MAINTENANCEMAN (NO. 36), FOREMAN II (NO. 35) AND ASSISTANT III (NO. 86).

REASONING:

(NOTE: AMENDED TEXT OF THE IM NO. 8.4 IS AS FOLLOWS:

THE INSPECTORS BELIEVE, AS MENTIONED PREVIOUSLY, THAT FURTHER REDUCTIONS CAN BE MADE IN LOCAL STAFFING WITHOUT IMPAIRING THE OVERALL EFFECTIVENESS OF POST ADMINISTRATIVE OPERATIONS. THE INCUMBENT OF THE MAINTENANCE ASSISTANT POSITION (NO. 66) PLANS TO RETIRE IN DECEMBER, 1978, AND IS NOT SCHEDULED TO BE REPLACED. THE MAINTENANCEMAN POSITION (NO. 36) AS WELL AS THE POSITION OF THE OTHER MAINTENANCE ASSISTANT (NO. 37) PERFORM SIMILAR SERVICES, ALL OF WHICH COULD BE OBTAINED THROUGH A NON-PERSONAL SERVICES CONTRACT RATHER THAN BY DIRECT HIRE EMPLOYEES. IN ADDITION TO SAVING POSITIONS, NON-PERSONAL SERVICES CONTRACTS SHOULD ALSO RESULT IN SIGNIFICANT SAVINGS IN RETIREMENT AND OTHER BENEFIT COSTS. THE DUTIES OF THE FOREMAN II POSITION (NO. 35) AND THE ASSISTANT POSITION (NO. 86) COULD BE ABSORBED BY OTHER FSL STAFF MEMBERS. THE INSPECTORS RECOMMEND, THEREFORE, THAT POSITION NO. 66 BE ABOLISHED UPON RETIREMENT OF THE INCUMBENT, BUT NOT LATER THAN DECEMBER 31, 1978. THE INSPECTORS ALSO RECOMMEND THAT POSITIONS NO. 35, 36, 37 AND 86 BE ABOLISHED. THE SERVICES PERFORMED BY THE

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MAINTENANCE STAFF SHOULD BE OBTAINED THROUGH A NON-PERSONAL SERVICES CONTRACT. (RECOMMENDATION 8.4-9 AND 10)

RECOMMENDATION:

8.5-4 CONSULATE GENERAL PALERMO SHOULD ABOLISH CONSULAR POSITIONS NOS. 20 AND 26 IN THE VISA UNIT, POSITION NO. 33 IN THE CITIZENSHIP/PASSPORT UNIT, POSITION NO. 44 IN THE SCS UNIT, POSITION NO. 48 IN THE FEDERAL BENEFITS UNIT; THESE ACTIONS SHOULD BE TAKEN WITHIN FY 1979.

REASONING:

(NOTE: AMENDED TEXT OF IM NO. 8.4 IS AS FOLLOWS:

LOCAL STAFFING IN THE SECTION REPRESENTS 55 OF THE POST'S AUTHORIZED FSL POSITIONS. ALTHOUGH THE INSPECTION OCCURRED DURING THE BUSY NIV-ISSUANCE PERIOD, IT APPEARED THAT A NUMBER OF CONSULAR FSLS HAD SLACK PERIODS DURING THE DAY. THE INSPECTORS CONCLUDE THAT STAFFING IS GENEROUS AND CAN BE REDUCED. THE FOLLOWING PARAGRAPHS SPECIFY POSITIONS TO BE ELIMINATED AND PROVIDE THE RATIONALE THEREFORE. THE



PREVIOUS INSPECTION REPORT IDENTIFIED THREE POSITIONS FOR ELIMINATION FOLLOWING THE PHYSICAL CONSOLIDATION OF CONSULAR ACTIVITIES ON ONE FLOOR. THIS CONSOLIDATION DID NOT OCCUR UNTIL JUNE 1978; NONE OF THE LISTED POSITIONS HAS BEEN ELIMINATED. THE INSPECTORS, THEREFORE, REITERATE THE PREVIOUS RECOMMENDATION THAT POSITIONS NO. 20 AND 26

IN THE VISA UNIT AND POSITION NO. 48 IN THE FEDERAL BENEFITS UNIT BE ABOLISHED. (RECOMMENDATION 8.5-4)

PALERMO PROJECTS ISSUANCE OF 1,400 PASSPORTS PER YEAR IN FY 1979 AND FY 1980, AND ABOUT 550-600 NEW REGISTRATIONS. ISSUANCE OF SIX PASSPORTS PER DAY, PLUS TWO NEW REGISTRATIONS PER DAY, CAN BE HANDLED BY ONE LOCAL EMPLOYEE. CONFIDENTIAL

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THE POSITION OF CITIZEN AND PASSPORT ASSISTANT (NO. 33) SHOULD BE ABOLISHED. (RECOMMENDATION 8.5-4)

WITH AN AVERAGE OF FIVE NOTARIAL SERVICES AND TEN IV FEES PER DAY, THE NOTARIAL/ASSISTANT CASHIER POSITION WOULD NOT APPEAR TO KEEP ONE EMPLOYEE FULLY OCCUPIED. SCS WORKLOAD DOES NOT APPEAR SUFFICIENT TO JUSTIFY TWO EMPLOYEES. THE INSPECTORS RECOMMEND THAT THE SECOND SCS POSITIONS (NO. 44) BE ELIMINATED, AND THAT THE NOTARIALS/CASHIER LOCAL EMPLOYEE BE TRAINED TO ACT AS BACK-UP IN SCS CASES.

RECOMMENDATION:

8.5-9 CONSULATE GENERAL PALERMO SHOULD ABOLISH CLEANER POSITIONS (NO. 22, 50 AND 51) AND OBTAIN CLEANING SERVICES THROUGH A NON-PERSONAL SERVICES CONTRACT.

REASONING:

(NOTE: AMENDED TEXT OF IM NO. 8.4 IS AS FOLLOWS:

THE PRIOR INSPECTION REPORT RECOMMENDED THAT THE THREE-PERSON CLEANING STAFF BE CONVERTED TO A NON-PERSONAL SERVICES CONTRACT BY ATTRITION. ATTRITION, I.E., RETIREMENT OF THE INCUMBENTS, WILL NOT TAKE PLACE UNTIL MARCH 1982, NOVEMBER 1986, AND AUGUST 1991. THE INSPECTORS NOW FEEL THAT CLEANING SERVICES SHOULD BE OBTAINED THROUGH A NON-PERSONAL SERVICES CONTRACT WITHOUT DELAY AND THAT DIRECT-HIRE POSITIONS BE ABOLISHED. THE USE OF NON-PERSONAL SERVICES CONTRACTS NOT ONLY RESULTS IN POSITION REDUCTIONS BUT IN SAVINGS ON RETIREMENT AND OTHER BENEFITS AS WELL. (RECOMMENDATION 8.5-9) CONFIDENTIAL

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RECOMMENDATION:

8.5-10 CONSULATE GENERAL PALERMO AND THE DEPARTMENT (EUR/EX) SHOULD ABOLISH FSL POSITIONS NO. 13 (ASSISTANT/ SECRETARY) AND 8 (C&R SPECIALIST) IN PALERMO.

REASONING:

AMENDED TEXT OF IM NO. 8.4 IS AS FOLLOWS:

THE ADMINISTRATIVE SECTION COULD CONTINUE TO OPERATE EFFECTIVELY WITH ADDITIONAL STAFF REDUCTIONS. THE INSPECTORS BELIEVE THAT THE DUTIES OF THE ASSISTANT/ SECRETARY (POSITION NO 13) COULD BE ABSORBED BY THE PERSONNEL SPECIALIST (NO. 24). THE DUTIES OF THE C&R SPECIALIST (NO. 8) COULD BE HANDLED BY OTHER LOCAL STAFF. ACCORDINGLY, THE INSPECTORS RECOMMEND THAT POSITIONS NO. 8 AND 13 BE ABOLISHED. (RECOMMENDATION 8.5-10)

3. S/IG WOULD APPRECIATE EMBASSY'S COMMENTS ON COMPLIANCE WITH RECOMMENDATIONS ABOVE. ALSO PLEASE LIST ANY ALTERNATIVES FOR ABOVE RECOMMENDATIONS OR SUGGESTIONS FOR REPROGRAMMING, WITH JUSTIFICATIONS.

4. WE WOULD APPRECIATE REPLY BY OPENING OF BUSINESS (WASHINGTON TIME) AUGUST 16. WE APOLOGIZE FOR THIS EXCEEDINGLY SHORT NOTICE BUT BELIEVE EMBASSY ROME INPUT IS ESSENTIAL TO PROPER CONSIDERATION BY M OF REDUCTION POSSIBILITIES TO MEET ADMINISTRATION'S REQUIREMENTS FOR LEANER STAFFING. VANCE

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